



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, April 12, 2010 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	July 12, 2010

MEMBERS PRESENT

James Brockton, President
Kathleen Bartron, Vice-President
Leslie Persans, Education Officer
Keith Rudy
Richard Snyder
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Gayle Melvin, Administrative Specialist III

MEMBERS ABSENT

Jill Fuchs, Secretary
Charlie Eggleston
Victor Kennedy

ALSO PRESENT

Jen Allen

CALL TO ORDER

Mr. Brockton called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the January 11, 2010 meeting. Ms. Bartron made a motion, seconded by Mr. Rudy to approve the minutes. The motion was unanimously carried.

UNFINISHED BUSINESS

Mr. Rudy inquired about the status of the proposed revisions to the rules and regulations from the Public Hearing held at the last meeting. Ms. Melvin advised that since the final order was signed by Board members after the public hearing, the proposed revisions are now in effect.

NEW BUSINESS

Ratification of Application for Manufactured Home Installer License by Reciprocity

Ms. Bartron made a motion, seconded by Mr. Rudy to ratify the following application for a manufactured home installer license by reciprocity:

Andrew Fifer

The motion was unanimously carried.

Ratification of Application for Manufactured Home Inspector Certification

Mr. Snyder made a motion, seconded by Ms. Bartron to ratify the following application for manufactured home inspector certification:

Kelly Willing

The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

Ms. Allen gave an update on the continuing education course sponsored by First State Manufactured Housing Association. She reported that the first offering is scheduled for May 11th and 12th in Lewes. To date, 18 licensees have registered to take the course in May. The second offering is scheduled for August 18th and 19th in Dover. To date, 5 licensees have registered to take the course in August. The updated course approval information is posted on the Division's website. Ms. Melvin indicated that she will send an email reminder to licensees about the upcoming renewal and continuing education.

Ms. Allen inquired about the HUD questionnaire. Ms. Melvin advised that it is being completed by Ms. Heeney.

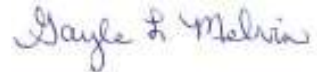
NEXT SCHEDULED MEETING

The next meeting was scheduled for July 12, 2010 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Rudy to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:10 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive, flowing style.

Gayle L. Melvin
Administrative Specialist III